Good afternoon, USC!

Here are your updates for the week of Oct 21st-25th

Important Dates: SAVE THE DATE! Our Holiday Party has been booked for the evening of December 5th. Details to follow!

Equipment Silent Auction: If you have yet to pick up your equipment please reach out to Kate to schedule a time before Tuesday. Also please make sure to stop by the front desk to pay Karen for any of the equipment you recieved.

Important Information:

Take Our Kids to Work Day

Launched 25 years ago by <u>The Learning Partnership</u>, Take Our Kids to Work Day is an experiential learning opportunity for Grade 9 students across Canada, taking place this year on Wednesday, November 6th. The USC is happy to be participating in this annual event!

Through Take Our Kids to Work Day, students are able to witness the world of work firsthand, prompting early career planning, and enabling students to make informed decisions about their future goals and endeavours. By participating in Take Our Kids to Work Day, students are able to learn about a variety of careers, industries, and sectors.

As his daughter will be taking part, Geoff Pimlatt has volunteered to take the lead on this project.

If you know of a Grade 9 student who would be interested in learning about the kinds of work that takes place here, please encourage them to fill out their school's paperwork and let Geoff know that they will be coming, by November 4th.

If you would like to share your work experiences, let Geoff know by November 1st. Please give him an estimate of the amount of time you would like to spend with the students, and if you have a preferred time of day for the students to stop by. Staff are encouraged to find ways for students to perform tasks related to your job, work in a team on a workplace related activity, and develop and present their own solutions to common problems you would generally encounter. We are hoping to make this an event that both staff and students will enjoy and learn from!

Illbury Shirts: We have gotten in the XXL black shirts! If you were waiting for one please see Kate to pick it up :)

Parking Lot Construction

As soon as October 1, the pre-work for the new Biomedical Research Facility located between Siebens and Dental Science will require the temporary loss of about 40 parking spots in Medical Science lot. To accommodate overflow, a small section of the Social Science lot will be reserved for clinic patients. To ease the potential squeeze in the Social Science lot, about 86 Pay & Display/Honk Mobile Tap spaces are being added to the Springett Lot. The new spaces will be closest to the Western Road side of the lot and will provide quick access to the campus core, including Social Science and UCC.

Please follow the Western News story link for more information and a map outlining the changes: <u>https://news.westernu.ca/2019/09/construction-to-impact-parking-across-campus/</u>

Food Support Services can use our help. They are needing reusable bags. We will accept them at the front desk on their behalf. Thank you for your donations, even better, add some cans to that reusable bag when you bring it in!

Departmental Updates:

PEOPLE AND DEVELOPMENT

Mental Health First Aid

Check out the attached flyer for the next available Mental Health First Aid training session taking place November 7th and 8th, 2019. If you or any of your full time staff would like to attend, please contact Andrea for registration.

Health and Safety

Upcoming HR Orientation Sessions: October 25th (Room 373)

November 29th (Room 373)

These dates have also been posted on the Staff Hub calendar. All sessions will be held at 2:00 p.m. Please contact Andrea or Kate with your attendee numbers before each session and also if you would like to book a dedicated session for your staff.

FINANCE

BUDGET SEASON



Budget season is rapidly approaching. Budget spreadsheets including instructions will be distributed to all relevant staff in early November. If you haven't already started, now is a good time to start thinking about this process. You can work on your budget prior to receiving the budget information. Fixed costs (i.e. telephone, office supplies, bank fees are good examples) can be calculated in advance of the forthcoming documents. Please remember that you have a valuable resource in the Finance/Accounting Department. We are able to provide you with historical data as well as current information on recent revenues/expenses.

INFORMATION SYSTEMS

Here's part 2 on the October Themed CyberSafe S.C.A.R.E. acronym...

- $\boldsymbol{\mathsf{S}}$ ecure your devices with a lock screen password
- C reate strong, unique passwords
- A rchive your data

R un available updates on operating systems, software and hardware

No program is perfect. Flaws, weaknesses, backdoors exist and can be found and then exploited. To prevent this, as these things are discovered companies (should) release updates to keep you safe. Your phone and computer regularly checks, and prompts you when an update is needed. Ignore at your peril! Unfortunately, not all programs do this automatically. Doing a regular check – often from the File or Help menus, but you may have to do some hunting – will not only keep your system safe but probably let it run better.

Even more concerning are the many Internet of Things (IoT) devices like SmartTVs, home security cameras and door locks, thermostats, etc, which frequently ship with unsecure passwords and are rarely if ever updated by the manufacturer. It is not a guarantee, but sticking to well-known brands will offer some protection if you do plan to introduce these devices into your home. <u>Check out some other tips here.</u>

E ncrypt any sensitive information

If there are files on your computer or phone that you absolutely do not want falling into the wrong hands, like income tax returns or medical records, then your last line of defense is to encrypt them. <u>Here's a good primer on the subject.</u> Of course, tips about using a good password still apply!

One final note: I'm a member of Western's Cybersmart team, and we have produced a couple of pamphlets that will be distributed on campus this month. Take a look at the online versions of the <u>Ransomware</u> and <u>Phishing</u> handouts for more information about those topics. (Print them out and fold them for easier reading!)

PRODUCTIONS & RESERVATIONS

UCC Events Monday - Atrium - Aromatic Fumes - cell phone cases and perfume Tuesday - Atrium - Charity Haunted House, Campus Discs Wednesday - Atrium - Charity Haunted House; West Lounge - Convocation Reception and Regalia pick up; Community Room - Blood Donor Clinic Thursday - Atrium - Aromatic Fumes - cell phone cases and perfume; West Lounge -Convocation Reception and Regalia pick up; Community Room - Blood Donor Clinic Friday - Atrium - Charity Haunted House

As of 2020 UWO Reservations will be switching to a new reservations system that will require users to login using their @<u>uwo.ca</u> email addresses to submit requests. This will not work with generic accounts (such as @<u>westernusc.ca</u>), it will need to be from each person's personal @<u>uwo.ca</u> account since the new system will authenticate via Western's login servers.